

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

## INTEGRATE PEST MANAGEMENT (IPM) SELF INSPECTION CHECKLIST

**Guidelines:** This checklist covers the some of the regulations issued by the New Jersey Department of Environmental Protection (NJDEP) under the Pesticide Control Code (N.J.A.C. 7:30). It applies to integrated pest management policies and plans in schools. These requirements do not apply when pesticides are applied on school property for student instructional purposes. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. This checklist should be used in conjunction with the Pesticides Checklist.

### Integrated Pest Management (IPM) Policy

Please Circle

1. Is there an IMP Policy adopted by the school that includes the following elements: [N.J.A.C. 7:30-13.1(b)]
  - a) a description of IPM procedures to be followed by the school? Y N N/A DK
  - b) the person or administrative group responsible for designating an IPM coordinator? Y N N/A DK
  - c) how the school community will be educated about IPM fundamentals? Y N N/A DK
  - d) establishment of recordkeeping requirements for pesticide and pest information? Y N N/A DK

Comments/Corrective Action

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| e) establishment of notification and posting requirements?                 | Y N N/A DK |
| f) establishment of re-entry requirements after a pesticide application?   | Y N N/A DK |
| g) establishment of pesticide applicator oversight requirements?           | Y N N/A DK |
| h) requirements for the development and implementation of an IPM Plan; and | Y N N/A DK |
| i) requirement for an annual evaluation of the IPM Plan?                   | Y N N/A DK |

**IPM Plan**

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|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 2. | Is there a site-specific IPM Plan that includes the following:<br>[N.J.A.C. 7:30-13.2(a)]                                                                              |            |
|    | a) the school's goals regarding the management of pests and the use of pesticides?                                                                                     | Y N N/A DK |
|    | b) the school's site-specific needs regarding the management of pests?                                                                                                 | Y N N/A DK |
|    | c) a description of how each component of the IPM Policy will be implemented?                                                                                          | Y N N/A DK |
|    | d) the name of the IPM coordinator?                                                                                                                                    | Y N N/A DK |
| 3. | Does implementation of the IPM Plan involve use of IPM methods to determine when to control pests? [N.J.A.C. 7:30-13.2(b)]                                             | Y N N/A DK |
| 4. | Is the school community educated about potential pest problems, IPM methods and how they can contribute to the success of IPM in their school? [N.J.A.C. 7:30-13.2(c)] | Y N N/A DK |

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| 5. | Is a report to the school or other governing boards issued at the end of the school year about the effectiveness of its IPM Plan and recommendations for improvement? [N.J.A.C. 7:30-13.2(d)] | Y N N/A DK |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|

**IPM Coordinator**

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|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 6. | Is there person designated as the IPM coordinator? [N.J.A.C. 7:30-13.3(a)]                                                                                                         | Y N N/A DK |
| 7. | Has the IPM coordinator attended New Jersey Department of Environmental Protection training on how to implement the IPM Policy and IPM plan? [N.J.A.C. 7:30-13.3(b)]               | Y N N/A DK |
| 8. | Has the New Jersey Department of Environmental Protection been notified of the IPM Coordinator's name, address, telephone number and e-mail address? [N.J.A.C. 7:30-13.3(c)]       | Y N N/A DK |
| 9. | Has a statement been sent to the New Jersey Department of Environmental Protection certifying that the IPM coordinator has received the required training? [N.J.A.C. 7:30-13.3(c)] | Y N N/A DK |

**Records**

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| 10. | Are records maintained on school property that include a detailed description of all pesticide applications made at the school, pest surveillance data sheets and other non-pesticide pest management methods and practices? [N.J.A.C. 7:30-13.4(a) and (b)] | Y N N/A DK |
| 11. | Are records maintained for 3 years after all pesticide applications and 5 years for all applications designed to control termites? [N.J.A.C. 7:30-13.4(a)]                                                                                                   | Y N N/A DK |

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**Annual Notification**

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| 12.  | At the beginning of each school year, is a notice sent out in the school calendar or other form of universal notification about the IMP Policy and Plan? [N.J.A.C. 7:30-13.5(a)]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Y N N/A DK |
| <br> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| 13.  | Does the notification include the following: [N.J.A.C. 7:30-13.5(a)]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |
| <br> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| a)   | The IMP Policy?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Y N N/A DK |
| <br> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| b)   | A list of pesticides used in the last 12 months?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Y N N/A DK |
| <br> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| c)   | The name, address and telephone number of the IPM Coordinator?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Y N N/A DK |
| <br> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| d)   | The time and place of any meetings that will be held about the IMP policy?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Y N N/A DK |
| <br> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| e)   | A statement saying "As part of a school pest management plan, (insert school name) may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure?" | Y N N/A DK |

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| f)  | A statement saying “The IPM coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property?” | Y N N/A DK |
| g)  | A statement saying “The label and data sheet is available for review by a parent, guardian, staff member, or student attending the school?”                                 | Y N N/A DK |
| 14. | During the school year, is the notice about the IMP Policy and Plan sent to every new staff or parent or guardian of a new student? [N.J.A.C. 7:30-13.5(b)]                 | Y N N/A DK |

**Notifications: Other Than Low Impact Pesticides**

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| 15. | If an other than <u>low impact pesticide</u> is to be used on school property during times children are using the facility, has a notice been sent to all staff, parents or guardians at least 72 hours before the pesticide application? [N.J.A.C. 7:30-13.6(a) and (b)] | Y N N/A DK |
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Notes: Notice may be provided by written notice sent home with the student and provided to each staff member; a telephone call; direct contact; written notice mailed at least one week before the application; or electronic mail.

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| 16. | If an other than <u>low impact pesticide</u> is to be used on school property during times children are using the facility, does the notification include the following elements: [N.J.A.C. 7:30-13.6(b)] |            |
| a)  | The name of the pesticide and EPA registration number?                                                                                                                                                    | Y N N/A DK |

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| b) A description of the location where the pesticide will be applied?                                                                                                                                                                                                                  | Y N N/A DK |
| c) A description of the date and time of the application?                                                                                                                                                                                                                              | Y N N/A DK |
| d) A statement saying that "The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure?" | Y N N/A DK |
| e) A description of potential adverse effects of the pesticide based on the material safety data sheet, if available, for the pesticide?                                                                                                                                               | Y N N/A DK |
| f) A description of the reasons for the application of the pesticide?                                                                                                                                                                                                                  | Y N N/A DK |
| g) The name and telephone number of the IPM Coordinator?                                                                                                                                                                                                                               | Y N N/A DK |
| h) Any label instructions and precautions related to public safety?                                                                                                                                                                                                                    | Y N N/A DK |
| 17. Is a notification reissued if the date of application gets extended beyond the required 72 hour time period? [N.J.A.C. 7:30-13.6(d)]                                                                                                                                               | Y N N/A DK |
| 18. Are signs posted at least 72 hours before a pesticide is used on school property in a prominent place that is in or adjacent to the location to be treated and at each entrance to the building or school ground to be treated? [N.J.A.C. 7:30-13.6(e)1]                           | Y N N/A DK |

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| 19. | Are the posted signs at least 8 ½ inches by 11 inches and state the information required under checklist question 16? [N.J.A.C. 7:30-13.6(e)2]                                                                                                        | Y N N/A DK |
| 20. | Are posted signs maintained for at least 72 hours after the end of the treatment? [N.J.A.C. 7:30-13.6(e)3]                                                                                                                                            | Y N N/A DK |
| 21. | In the case of outdoor pesticide applications, does each sign include 3 dates, in chronological order, indicating when the pesticide application may take place if the preceding application date is canceled due to weather? [N.J.A.C. 7:30-13.6(f)] | Y N N/A DK |

**Notifications: Emergency Applications**

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|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 22. | If a pesticide other than a <u>low impact pesticide</u> is applied in an emergency situation, is notice of this application provided to staff, parents and guardians within 24 hours after the application or on the morning of the next school day? [N.J.A.C. 7:30-13.7(b)] | Y N N/A DK |
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Notes: Notice may be provided by written notice sent home with the student and provided to each staff member, a telephone call, direct contact or electronic mail.

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| 23. | Does the notification include the following: [N.J.A.C. 7:30-13.7(b)]  |            |
|     | a) The name of the pesticide and EPA registration number?             | Y N N/A DK |
|     | b) A description of the location where the pesticide will be applied? | Y N N/A DK |
|     | c) A description of the date and time of the application?             | Y N N/A DK |

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| d) A statement saying that “The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: “Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure?” | Y N N/A DK |
| e) A description of potential adverse effects of the pesticide based on the material safety data sheet, if available, for the pesticide?                                                                                                                                               | Y N N/A DK |
| f) A description of the reasons for the application of the pesticide?                                                                                                                                                                                                                  | Y N N/A DK |
| g) The name and telephone number of the IPM Coordinator?                                                                                                                                                                                                                               | Y N N/A DK |
| h) Any label instructions and precautions related to public safety?                                                                                                                                                                                                                    | Y N N/A DK |
| i) A description of the problem and the factors that qualified the problem as an emergency?                                                                                                                                                                                            | Y N N/A DK |
| j) If necessary, a description of the steps that will be taken in the future to avoid emergency applications?                                                                                                                                                                          | Y N N/A DK |
| 24. Are signs posted at the time of application on school property in a prominent place that is in or adjacent to the location to be treated and at each entrance to the building or school ground to be treated? [N.J.A.C. 7:30-13.7(c)]                                              | Y N N/A DK |
| 25. Are the posted signs at least 8 ½ inches by 11 inches and state the information required under checklist question 16? [N.J.A.C. 7:30-13.7(c)]                                                                                                                                      | Y N N/A DK |

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26. Are posted signs maintained for at least 72 hours after the end of the treatment? [N.J.A.C. 7:30-13.7(c)] Y N N/A DK

**General Prohibitions**

27. Are students prevented from using or entering pesticide treated areas, other than low impact pesticide treated areas, for at least the prescribed re-entry time or 7 hours if there is no prescribed re-entry time? [N.J.A.C. 7:30-13.8(a)] Y N N/A DK
28. Are students prevented from occupying untreated portions of the school building during pesticide applications where there is not a separate ventilation system and the treated areas are not separated by fire doors? [N.J.A.C. 7:30-13.8(b)1] Y N N/A DK
29. Are application of low impact pesticides only performed in areas where students will not contact treated areas until 1) sufficient time is allowed for the substance to dry or settle or 2) after the period of time on the pesticide label has elapsed required for re-entry or ventilation? [N.J.A.C. 7:30-13.8(c)] Y N N/A DK
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**Definitions:**

Low impact pesticide means any pesticide or pesticidal active ingredient alone, or in combination with inert ingredients, that the United States Environmental Protection Agency has determined is not of a character necessary to be regulated pursuant to the "Federal Insecticide, Fungicide, and Rodenticide Act," 7 U.S.C. §§ 136 et seq., as amended and supplemented, and that has been exempted from the registration and reporting requirements adopted pursuant to that act. In addition to these Federal-exempt pesticides, the following pesticide types or formulations are also included as low impact: any gel; paste; bait; antimicrobial agent such as a disinfectant used as a cleaning product; boric acid; disodium octoborate tetrahydrate; silica gels; diatomaceous earth; microbe-based insecticides such as

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bacillus thuringiensis; botanical insecticides, not including synthetic pyrethroids, without toxic synergists; and biological, living control agents.